Excel Project Rubrics

M&M Project – 10 points

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| --- | --- | --- | --- | --- | --- |
| Accurately setting up the table | 5 points – The table is set up accurately | 4 points – 1 small error is made | 2 points – Multiple errors are made but there are some things correct | 1 point – Multiple errors are made and almost nothing is correct | 0 points – The table was not made |
| Completing other instructions not involving the table | 5 points – All steps are completed | 4 points – 1 small error is made (wrong chart type, second chart not made, colors not changed, etc.) | 2 points – Multiple errors are made and the graphs are incorrect | 1 points – Multiple errors are made, only one graph is showing and very little has been formatted | 0 points – The graphs were not made |

Climate Zone Project – 20 points

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| --- | --- | --- | --- | --- | --- |
| Data organization | 2 points – Data was organized correctly |  | 1 point – Some of the data was not included or not organized |  | 0 points – Data was not organized at all and large parts of the data are missing |
| Sum functions | 3 points – Sum functions were used accurately | 2 points – Sum functions were used, but not in the way that it was recommended | 1 point – Data was manually added correctly, but sum functions were not used |  | 0 points – Data was not added in cells B10 and C10 |
| Graphs created | 2 points – 2 graphs were created |  | 1 point – Only 1 graph was created |  | 0 points – Graphs were not created |
| Graph formatting | 8 points – 2 graphs were formatted correctly | 6 points – Some of the formatting is missing | 4 points – Only one graph is formatted accurately or half of the formatting is incorrect | 2 points – Most of the formatting is incorrect | 0 points – Graphs have not been formatted at all |
| First text box | 2 points – Text box is created and filled in correctly |  | 1 point – Text box is created and not filled in correctly |  | 0 points – Text box is not created |
| Second text box | 3 points – Text box is created and questions are answered accurately | 2 points – Text box is created and some questions are answered accurately | 1 point – Text box is created, but questions are not answered accurately |  | 0 points – Text box is not created |

Wave Speed Project – 20 points

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| --- | --- | --- | --- | --- | --- |
| Data organization | 2 points – Data is organized correctly |  | 1 point – Some of the data is organized correctly |  | 0 points – Data is not organized at all |
| Average function | 2 points – Average function is used correctly |  | 1 point – Average function is not used correctly, but the answer is correct |  | 0 points – Answer is incorrect, average function is not used |
| Division function | 2 points – Division function is used correctly |  | 1 point – Division function is not used correctly, but the answer is correct |  | 0 points – Answer is incorrect, division function is not used |
| Graph formatting | 6 points – Graph is created and formatted correctly | 4 points – Graph is created but has some formatting errors | 3 points – Graph is created but not formatted | 1 point – Incorrect graph is created and not formatted | 0 points – Graph is not created |
| Text box | 2 points – Text box is inserted in the correct location |  | 1 point – Text box is inserted in the incorrect location |  | 0 points – No text box is inserted |
| Paragraph | 6 points – Paragraph in the text box is error free and answers questions accurately | 5 points – Paragraph has a small error | 3 points – Paragraph has multiple errors or does not answer the questions accurately | 2 points – Paragraph has multiple errors and does not answer the questions accurately | 0 points – No paragraph included |

Budget Project – Word Document – 51 points

There are 17 points included in the budget. The instructor will view each budget, awarding three points for each of the 17 items that the students will write about. One point will be for finding accurate information. Two points will be for writing error-free sentences that accurately describe why they are using that particular information and where they found it.

Budget Project – Excel Spreadsheet – 25 points

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| --- | --- | --- | --- | --- | --- |
| Data organization | 10 points – All data is used and organized accurately | 7 points – Not all data is used and/or some data is not formatted accurately | 5 points – Not all data is used and some data is not formatted accurately | 2 points – Some data is used but no formatting has occurred | 0 points – Table is not created |
| Sum function | 2 points – Sum function is used accurately |  | 1 point – Sum function is not used but data is added accurately |  | 0 points – Data is not added accurately |
| Sheet 2 organization | 3 points – Data is moved to sheet 2 and reorganization has occurred | 2 points – Data has moved to sheet 2 and some reorganization has occurred | 1 point – Data has moved to sheet 2 |  | 0 points – Sheet 2 is blank |
| 2 unique graphs | 5 points – 2 unique graphs have been created showcasing how money is spent, and graphs have been formatted | 4 points – 2 unique graphs have been created showcasing how money is spent, no formatting | 3 points – 2 graphs are created, but graphs share the exact same data | 1 point – Only 1 graph is created | 0 points – No graphs are created |
| Graph in Word | 2 points – 1 graph is pasted in Word document created with budget details |  |  |  | 0 points – Graph is not pasted into document |